



## THE ROMAN CATHOLIC DIOCESE OF PHOENIX

### Procedures to Report Abuse or Neglect

If **Abuse or Neglect** of a child has been revealed to you or you have reasonable belief that abuse or neglect occurred do the following:

1. Listen attentively to the minor
2. Assure and validate the child: the abuse was not his/her fault, and they did the right thing by reporting
3. Do not attempt to investigate.
4. Stay calm and keep the minor in a safe environment
5. **Immediately report** the allegations by phone or in person to law enforcement and the Department of Child Safety (DCS) (1-888-SOS-CHILD). Non-emergency reports can be made to DCS online by going to <https://guardian.dynamics365portals.us/>
6. According to the Arizona Department of Child Safety the following information can be helpful when making a report:
  - a. Name, age, and sex of child and other family members
  - b. Address, phone numbers
  - c. Parents or guardians contact information
  - d. Description of suspected abuse or neglect
  - e. Current condition of the child
7. Keep documentation of making a report (at diocesan location) either by completing the Minor Abuse Reporting Form (found in Appendix V) or by printing out a copy of the report made online to DCS. Make sure to get the following information:
  - a. Name of person you spoke to
  - b. Report number
  - c. Date and time
8. School personnel shall contact the Catholic Schools Office (602) 354-2345 and report the call made to law enforcement/DCS (1-888-SOS-CHILD). Information provided should only include date, time of call, and who placed the call. Catholic School's office shall maintain this information.
9. If the accused is a member of the clergy, a consecrated man or woman, a seminarian, a deacon candidate, diocesan employee or a volunteer of the Church, after reporting to law enforcement and DCS, immediately contact the Office of Child and Youth Protection (602) 354-2396 or contact the reporting hotline: 877-850-0003 (English)/ 800-216-1288(Spanish) or online through [www.lighthouse-services.com/dphx](http://www.lighthouse-services.com/dphx).
10. If the accused is a Bishop, after reporting to law enforcement and DCS, immediately contact the Catholic Bishop Abuse Reporting Service at 1-800-276-1562 or online through <https://reportbishopabuse.org/>.
11. The Diocese is committed to working in good faith with law enforcement and the Department of Child Safety and cooperating with their efforts to investigate suspected abuse or neglect of minors.

**\*If you have any questions on reporting or need assistance contact OCYP (602) 354-2396\***